



## The South Carolina Enterprise Information System

### As a vendor, how do I get notified about any changes to a specific Invitation to Bid (Solicitation)?

For our system to be able to notify you via e-mail about any updates to an Invitation to Bid, you must be a registered vendor with a valid SCEIS User ID (all vendor User IDs will be prefixed with "VN.", e.g., **VN.MyCompany**). If you have not registered with the S.C. Procurement Office or you registered prior to November 5, 2007, please complete the registration forms found at <http://www.procurement.sc.gov> accessed through the link titled **New Vendor Registration**.

To be notified by e-mail of any updates to a specific Invitation to Bid, you must add yourself to the Bidders List.

- 1) Go to <http://www.procurement.sc.gov>
- 2) Click the link titled **Online Bidding**

**South Carolina Procurement Information Center**

ITMO MMO SC.GOV SCEIS

"Find out more about the new South Carolina Procurement System"

New Online Bidding	Old Online Solicitations	Agency Services
<a href="#">Online Bidding</a>	<a href="#">Goods and Service Solicitations</a>	<a href="#">Online Requisitions</a>
<a href="#">ITMO Fixed Price Solicitations</a>	<a href="#">Information Technology Solicitations</a>	<a href="#">Guide for Submitting Online Requisitions</a>
<a href="#">MMO Fixed Price Solicitations</a>	<a href="#">Other Agency's Solicitations</a>	
Contract Awards	Vendor Information	State Term Contracts
<a href="#">Goods and Service Awards</a>	<a href="#">Vendor Registration Guide</a>	<a href="#">Goods and Service Contracts</a>
<a href="#">Information Technology Awards</a>	<a href="#">Vendor Response to Bid Guide</a>	<a href="#">Information Technology Contracts</a>
	<a href="#">Vendor Change to Bid Response Guide</a>	<a href="#">OSE Current Projects List and Review Status</a>
	<a href="#">Deleting Response to Solicitation Guide</a>	
	<a href="#">Help Desk Information</a>	

**South Carolina Business Opportunities (SCBO)**  
A newsletter that lists all solicitations by SC state agencies worth \$10,000 or more

Vendor Registration		
<a href="#">Check Vendor Status</a>	<a href="#">New Vendor Registration</a>	<a href="#">Search for a Supplier</a>
<ol style="list-style-type: none"><li>1. Never registered with SC Procurement Office.</li><li>2. Registered before Nov. 5, 2007 and you know your User Name and Password.</li><li>3. Registered before Nov. 5, 2007 with the SC Procurement Office but have forgotten your User Name or Password.</li></ol>	<a href="#">Change Vendor Registration</a>	<a href="#">Vendor Search</a>
	<a href="#">Delete Vendor Registration</a>	

Assorted		
<a href="#">Minority Business Directory</a>	<a href="#">Submitting Confidential Information - FOIA</a>	<a href="#">Code of Laws &amp; Regulations</a>
<a href="#">Suspended or Debarred Vendors</a>	<a href="#">Standard Clauses and Provisions</a>	<a href="#">Procurement Legal Counsel</a>

The SCEIS Supplier Relationship Management (SRM) page will be displayed. **Before** trying to enter any information on this page, click the **Log On** button.

**SAP**

# Supplier Relationship Management

**Logon**

Users:

Password:

Client:

Language:

Accessibility: ☐

Choose "Logon" to continue. A dialog box appears in which you can enter your user and password.

**Log On**

[Change Password](#)

[Request User ID](#)

Forgot your password or user ID? [Help](#)

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A pop-up dialog box will be displayed requesting your User Name and Password. Enter this information and click the **OK** button.

**Connect to srmwebgui.sc.gov**

The server srmwebgui.sc.gov at SAP Web Application Server [SRP] requires a username and password.

User name:

Password:

☐ Remember my password

**OK** **Cancel**

After logging in, a page similar to the one below will be displayed. Click **Process Bid**.



A list of open Bid Invitations will be displayed. If your list appears empty, click the **Start** button (also check to make sure no unintended search criteria is being entered).

The screenshot displays the 'Process Bids' page in mySAP SRM. The left navigation menu is visible, with 'Process Bid' selected. The main area is titled 'Find Bid Invitations and Auctions' and includes search filters for 'Number of Document', 'Name', 'Status', and 'Processed by Me'. A 'Start' button is highlighted with a black arrow. Below the search area, a tip suggests choosing a symbol in the navigation column or navigating to the bid overview by choosing the bid number. A table shows 14 search results, each with a bid number, name, transaction type, start date, end date, bid status, and action icons. A legend at the bottom explains the icons: Display Bid, Create Bid, Display Auction, Change Bid, and Delete Bid.

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
5400000236	Statewide Contract for Laser Printers	Invitation For Bid		03/18/2008 17:14:00	Bid submitted	
5400000222	DIGITAL FINGERPRINTING	Best Value Bid		02/25/2008 16:10:00	Follow-on Document Created	
5400000137	ITMO: Real Time Closed Captioning of New	Invitation For Bid		02/14/2009 14:30:00	No Bid Created	
5400000102	ITMO: IP ETV K-12 Transition Initiative	Fixed Price Bid		01/23/2013 15:30:00	No Bid Created	
5400000101	ITMO: Clemson Cabling Contract	Fixed Price Bid		01/28/2013 15:30:00	No Bid Created	
5400000100	ITMO: Ignition Interlock Devices	Fixed Price Bid		01/07/2013 14:30:00	No Bid Created	
5400000095	FPB 06-S7565 Metal Furniture State Cont	Fixed Price Bid		06/28/2012 14:30:00	No Bid Created	
5400000094	FPB 06-S7082 Wood Furniture State Contr	Fixed Price Bid		09/30/2010 14:30:00	No Bid Created	
5400000089	ITMO: 05-S6850 Firewall Contract	Fixed Price Bid		04/21/2010	No Bid Created	
5400000088	ITMO: 06-S6983 Network Hardware/Software	Fixed Price Bid		11/13/2010	No Bid Created	
5400000081	ITMO: 08-S7642 High Bandwidth Internet	Fixed Price Bid		12/02/2012	No Bid Created	
5400000078	ITMO: 05-S6621 STATE-TERM COPIER CPC	Fixed Price Bid		09/12/2009	No Bid Created	
5400000027	08-S7633 Debt Collection Svcs Higher Eds	Fixed Price Bid		07/01/2013 11:00:00	No Bid Created	
5400000024	07-S7466: Spanish Interpreter Services	Fixed Price Bid		12/31/2012 11:00:00	No Bid Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

Click on the identification number of the Bid Invitation that you're interested in.

**mySAP SRM** Home | Help | Log off **SAP**

### Process Bids

Find Bid Invitations and Auctions

Number of Document:  Name:  Status:  Processed by Me:

[Start](#) [Extended Search](#)

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 14 Hits

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
<a href="#">5400000236</a>	Statewide Contract for Laser Printers	Invitation For Bid		03/18/2008 17:14:00	Bid submitted	
<a href="#">5400000222</a>	DIGITAL FINGERPRINTING	Best Value Bid		02/25/2008 16:10:00	Follow-on Document Created	
<a href="#">5400000137</a>	ITMO: Real Time Closed Captioning of New	Invitation For Bid		02/14/2009 14:30:00	No Bid Created	
<a href="#">5400000102</a>	ITMO: IP ETV K-12 Transition Initiative	Fixed Price Bid		01/23/2013 15:30:00	No Bid Created	
<a href="#">5400000101</a>	ITMO: Clemson Cabling Contract	Fixed Price Bid		01/28/2013 15:30:00	No Bid Created	
<a href="#">5400000100</a>	ITMO: Ignition Interlock Devices	Fixed Price Bid		01/07/2013 14:30:00	No Bid Created	
<a href="#">5400000095</a>	FPB 08-S7565 Metal Furniture State Cont	Fixed Price Bid		06/28/2012 14:30:00	No Bid Created	
<a href="#">5400000094</a>	FPB 06-S7082 Wood Furniture State Contr	Fixed Price Bid		09/30/2010 14:30:00	No Bid Created	
<a href="#">5400000089</a>	ITMO: 05-S6850 Firewall Contract	Fixed Price Bid		04/21/2010	No Bid Created	
<a href="#">5400000088</a>	ITMO: 06-S6983 Network Hardware/Software	Fixed Price Bid		11/13/2010	No Bid Created	
<a href="#">5400000081</a>	ITMO: 08-S7642 High Bandwidth Internet	Fixed Price Bid		12/02/2012	No Bid Created	
<a href="#">5400000078</a>	ITMO: 05-S6621 STATE-TERM COPIER CPC	Fixed Price Bid		09/12/2009	No Bid Created	
<a href="#">5400000027</a>	08-S7633 Debt Collection Svcs Higher Eds	Fixed Price Bid		07/01/2013 11:00:00	No Bid Created	
<a href="#">5400000024</a>	07-S7468: Spanish Interpreter Services	Fixed Price Bid		12/31/2012 11:00:00	No Bid Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

The detail of the Bid Invitation will be displayed. Click the **Register** button.

**mySAP SRM** Home | Help | Log off **SAP**

### Display Fixed Price Bid

[Records Management](#) [Register](#) [Create](#) [Hold](#) [Change](#) [Refresh](#) [Output Preview](#) [Back to Initial Screen](#)

Fixed Price Bid: Name [ITMO: IP ETV K-12 Transition Initiative](#) Number [5400000102](#)

[General Data](#) [Item Data](#)

[Basic Data](#) [Attributes](#) [Information from Purchaser](#) [Partner/Delivery Address](#)

Check the information for the bid invitation.

Time Zone: [EST](#)

End Date: [01/23/2013 15:30:00](#)

Currency: [USD United States Dollar](#)

[Tab Page](#)

A confirmation message will be displayed verifying that you have been added to the Bidders List for this Bid Invitation.

